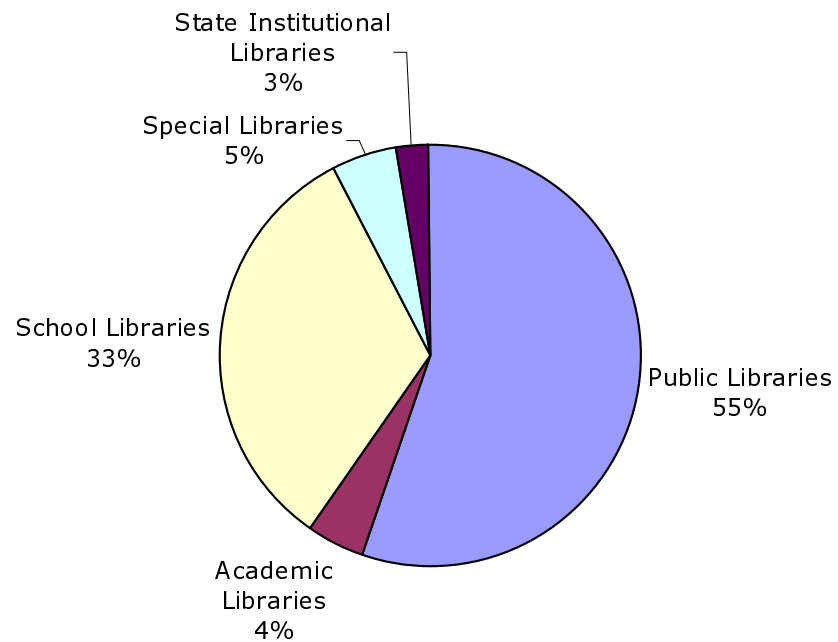


Library Cooperatives

Library Cooperative Membership FY 1999



Library Cooperatives: Membership

Cooperative	Public Libraries	% of Total	Academic Libraries	% of Total	School Libraries	% of Total	Special Libraries	% of Total	State Institutional Libraries	% of Total	Total Libraries	Population Served
Capital Library Cooperative	23	100%									23	394,263
Detroit Associated Libraries	2	100%									2	1,048,095
Hiawathaland Library Cooperative	8	100%									8	59,267
Lakeland Library Cooperative	41	43.6%			44	46.8%			9	9.6%	94	1,058,386
Library Cooperative of Macomb	20	91%	1	4.5%	1	4.5%					22	808,100
Mid-Michigan Library League	50	43.5%	4	3.5%	58	50.4%	2	1.7%	1	.9%	115	358,694
Mid-Peninsula Library Cooperative	9	75%			1	8.3%	2	16.7%			12	72,931
Mideastern Michigan Library Cooperative	15	83.3%					3	16.7%			18	827,030
Northland Library Cooperative	20	62.4%	2	6.3%	6	18.8%	3	9.4%	1	3.1%	32	169,915
Southwest Michigan Library Cooperative	34	36.6%	8	8.6%	39	41.9%	12	12.9%			93	588,240
Superiorland Library Cooperative	17	89.5%					2	10.5%			19	181,717
The Library Network	64	70.3%	7	7.7%	14	15.4%	6	6.6%			91	2,570,747
White Pine Library Cooperative	44	72.2%	1	1.6%	11	18%	3	4.9%	2	3.3%	61	683,119
Woodlands Library Cooperative	36	34.3%	7	6.7%	55	52.3%	2	1.9%	5	4.8%	105	500,875
Totals (14 Cooperatives)	383	55.2%	30	4.3%	229	32.9%	35	5%	18	2.6%	695	9,321,379

Library Cooperatives: Staff

Cooperative	ALA-MLS FTEs	Other Librarian FTEs	Other Staff FTEs	Total Paid Staff FTEs
Capital Library Cooperative	1.00		1.00	2.00
Detroit Associated Libraries	0.09		0.03	0.12
Hiawathaland Library Cooperative	0.50		0.78	1.28
Lakeland Library Cooperative	2.00		10.50	12.50
Library Cooperative of Macomb	1.88		5.95	7.83
Mid-Michigan Library League	3.50	1.00	4.30	8.80
Mid-Peninsula Library Cooperative	1.00		1.38	2.38
Mideastern Michigan Library Cooperative	1.00		1.00	2.00
Northland Library Cooperative	1.88	0.88	4.75	7.51
Southwest Michigan Library Cooperative	2.88	1.00	3.15	7.03
Superiorland Library Cooperative	1.00		6.20	7.20
The Library Network	7.60	1.00	24.35	32.95
White Pine Library Cooperative	0.40		4.63	5.03
Woodlands Library Cooperative	1.00		1.00	2.00
Totals (14 Cooperatives)	25.73	3.88	69.02	98.63

Library Cooperatives: Services

Cooperative	Accounting/Business Services	Advocacy	Audiovisual Services	Automation Svcs./Consulting	Bibliographic Svcs.	Cataloging/Materials Processing	Circulating/Lending/Rotating Collection	Computer Support Services	Continuing Education - Physical	Document Delivery - Electronic	Interloan Services	Internet Accounts/Support	Grant Writing	Group/Centralized Purch. - Collections	Group/Centralized Purch. - Equipment	
Capital Library Cooperative	X	X	X	X				X	X		X		X			
Detroit Associated Libraries		X	X	X	X	X	X	X	X	X		X		X		
Hiawathaland Library Cooperative		X		X	X	X	X	X	X	X	X	X	X	X	X	
Lakeland Library Cooperative		X		X	X	X	X	X	X	X	X	X	X	X	X	
Library Cooperative of Macomb	X	X		X	X	X	X	X	X	X	X	X	X	X	X	
Mid-Michigan Library League		X		X	X	X		X	X	X	X	X	X	X	X	
Mid-Peninsula Library Cooperative	X	X	X	X	X		X	X	X	X	X	X	X	X	X	
Mideastern Michigan Library Cooperative	X	X		X			X	X	X	X	X	X	X	X	X	
Northland Library Cooperative		X		X	X		X	X	X		X	X	X		X	
Southwest Michigan Library Cooperative		X	X	X	X	X	X	X	X		X	X	X	X	X	
Superiorland Library Cooperative		X	X	X	X	X	X	X	X		X	X	X	X	X	
The Library Network	X	X		X	X	X	X	X	X	X	X	X	X	X	X	
White Pine Library Cooperative		X			X	X		X	X	X	X	X	X		X	
Woodlands Library Cooperative	X	X		X	X	X	X	X	X	X	X	X	X	X	X	
Totals (14 Cooperatives)	6	13	5	13	11	9	9	9	13	10	7	12	9	13	10	11

Cooperative	Group/Centralized Purchase - Computer Hardware/Software	Marketing/Public Relations	Reference Services	Research and Development	Shared Automation System	Technology Consulting	Train Trustees and Boards	Training Centers	Youth/Young Adult Services	Other
Capital Library Cooperative	X	X	X		X		X			Int'l. Language Collection Svcs., Genealogy & Historical Col.
Detroit Associated Libraries		X								
Hiawathaland Library Cooperative	X	X	X	X	X	X	X	X	X	
Lakeland Library Cooperative	X			X	X	X	X	X	X	All the rest of the members Consulting needs
Library Cooperative of Macomb	X	X			X	X	X	X		
Mid-Michigan Library League	X		X		X	X	X	X		
Mid-Peninsula Library Cooperative	X	X	X	X	X	X	X	X		Printing, layout and editing, books-by-mail for shut-ins LBPH Library for the Blind
Mideastern Michigan Library Cooperative	X	X			X	X	X	X	X	
Northland Library Cooperative	X	X	X	X	X	X	X	X		
Southwest Michigan Library Cooperative	X		X	X	X	X	X	X	X	Web Page Training/Maintenance & Preview & D
Superiorland Library Cooperative	X		X	X	X	X	X	X	X	
The Library Network	X		X	X	X	X	X	X		
White Pine Library Cooperative	X					X	X	X		
Woodlands Library Cooperative	X	X	X			X	X	X	X	
Totals (14 Cooperatives)	13	8	8	7	9	12	10	12	6	6

Library Cooperatives: Continuing Education/Training

	Advanced Internet Training		Basic Internet Training		Community Information		Computer Maint. & Repair	
	Workshops Offered During 1998/1999	Estimated Attendance	Workshops Offered During 1998/1999	Estimated Attendance	Workshops Offered During 1998/1999	Estimated Attendance	Workshops Offered During 1998/1999	Estimated Attendance
Cooperative								
Capital Library Cooperative Detroit Associated Libraries Hiawathaland Library Cooperative			2	5				
Lakeland Library Cooperative Library Cooperative of Macomb Mid-Michigan Library League	1	25	109 1	1,281 20				
Mid-Peninsula Library Cooperative Mideastern Michigan Library Cooperative Northland Library Cooperative	4	41	5	22				
Southwest Michigan Library Cooperative Superiorland Library Cooperative The Library Network	6 23 15	84 175 112	8 35 10	63 1,000 51				
White Pine Library Cooperative Woodlands Library Cooperative					15	25	5	73
	3	25	4	29				
Totals (14 Cooperatives)	52	462	177	2,482	15	25	5	73

	Computer Networking		Creating Web Pages		Search AccessMichigan		Other		Totals	
	Workshops Offered During 1998/99	Estimated Attendance	Workshops Offered During 1998/99	Estimated Attendance	Workshops Offered During 1998/99	Estimated Attendance	Workshops Offered During 1998/99	Estimated Attendance	Workshops Offered During 1998/99	Estimated Attendance
Cooperative										
Capital Library Cooperative Detroit Associated Libraries Hiawathaland Library Cooperative	2	10					6	120	8	130
Lakeland Library Cooperative Library Cooperative of Macomb Mid-Michigan Library League	2	26	4	26	12 5	120 55	16 107 1	261 900 40	16 234 8	261 2,353 140
Mid-Peninsula Library Cooperative Mideastern Michigan Library Coop. Northland Library Cooperative			2 15	28 68	3	38	7 3 1	91 37 40	19 5 19	192 65 119
Southwest Michigan Library Coop. Superiorland Library Cooperative The Library Network			1 4	19 41	7 6	93 76	23 46	424 652	45 114	683 1,944
White Pine Library Cooperative Woodlands Library Cooperative	3	30	2	16	8	61	23	180	81	548
							5 14	108 276	5 28	108 388
Totals (14 Cooperatives)	12	99	29	204	43	469	254	3,155	587	6,969

Library Cooperatives: Technology - Automation

Cooperative	Library System		Automation Modules							
	Automation System	Number of Participating Members	Acquisitions	Cataloging	Circulation	Community Information	ILL	OPAC	Z39.50 Compliant	Serials
Capital Library Cooperative Detroit Associated Libraries Hiawathaland Library Cooperative	AutoGraphics Horizon	22 2	X	X	X		X X	X		
Lakeland Library Cooperative Library Cooperative of Macomb Mid-Michigan Library League	Dynix Dynix	39 20	X X	X X	X X	X	X X	X X		X
Mid-Peninsula Library Cooperative Mideastern Michigan Library Cooperative Northland Library Cooperative	Precision One & Dynix AutoGraphics	8 32		X	X		X X	X		
Southwest Michigan Library Cooperative Superiorland Library Cooperative The Library Network	AutoGraphics Dynix DRA	43 19 39		X X X	X X		X X X	X X X	X X X	X X X
White Pine Library Cooperative Woodlands Library Cooperative										
Totals (14 Cooperatives)		224	4	7	6	1	8	7	3	3

Library Cooperatives: Computers and Local Area Networks

Cooperative	Computers				Local Area Networks				
	PC 486 or Older	PC Pentium	Macintosh 040 or Older	Power Macintosh	Novell	Windows 95 Peer to Peer	Windows 98 Peer to Peer	Windows NT	Unix
Capital Library Cooperative Detroit Associated Libraries Hiawathaland Library Cooperative		5 2					X		
Lakeland Library Cooperative Library Cooperative of Macomb Mid-Michigan Library League	13 10	10 564			X X	X	X		
Mid-Peninsula Library Cooperative Mideastern Michigan Library Cooperative Northland Library Cooperative	1 3	11 66 13	1 2	5 2			X	X	
Southwest Michigan Library Cooperative Superiorland Library Cooperative The Library Network	3 37	26 72		1	X X X		X	X	X
White Pine Library Cooperative Woodlands Library Cooperative	2	8 3		1	X			X	
Totals (14 Cooperatives)	69	790	3	9	6	1	4	3	1

Library Cooperatives: Operating System and Technology Plan

Cooperative	Operating System						Technology Plan		
	DOS	Macintosh	Windows 3.1	Windows 95	Windows 98	Windows NT	Tech. Plan	Date	Tech. Plan for Members
Capital Library Cooperative Detroit Associated Libraries Hiawathaland Library Cooperative			X	X	X		X	11/1998	
Lakeland Library Cooperative Library Cooperative of Macomb Mid-Michigan Library League	X	X		X	X	X	X X X	06/1999 06/1999 06/1999	X X
Mid-Peninsula Library Cooperative Mideastern Michigan Library Cooperative Northland Library Cooperative		X X		X X X	X		X X X	07/1999 07/1999 06/1999	X X X
Southwest Michigan Library Cooperative Superiorland Library Cooperative The Library Network	X	X		X	X X X		X X X	07/1999 06/1999 07/1999	X X X
White Pine Library Cooperative Woodlands Library Cooperative	X			X		X	X X	09/1999 02/1999	X X
Totals (14 Cooperatives)	3	4	2	10	8	3	12		10

Library Cooperatives: Adaptive Technology

Cooperative	ADA Compliant Workstation	CC/TV	Internet Access With Speech	TDD	Text to Speech Reading Machine
Capital Library Cooperative Detroit Associated Libraries Hiawathaland Library Cooperative	X X	X	X	X	X
Lakeland Library Cooperative Library Cooperative of Macomb Mid-Michigan Library League					
Mid-Peninsula Library Cooperative Mideastern Michigan Library Cooperative Northland Library Cooperative	X X	X X	X	X X	X X
Southwest Michigan Library Cooperative Superiorland Library Cooperative The Library Network	X X			X	X
White Pine Library Cooperative Woodlands Library Cooperative				X	
Totals (14 Cooperatives)	6	3	2	5	4

Library Cooperatives: Technology Services

Cooperative	CD-ROM Network	Community/Cooperative Internet Network	Email Account or Access	File Transfer Protocol (FTP)	Group Licensing - Databases	Group Licensing - Software	Internet Access	Laptops/Projectors for Training	Locally Created Database	Online Database Searching	Remote Access to Cooperative Catalog	Telnet Access	Union Catalog	Union Catalog - CD-ROM	Union Catalog - Dial-in	Union Catalog - Internet
Capital Library Cooperative			X	X				X	X	X	X					X
Detroit Associated Libraries			X	X												
Hiawathaland Library Cooperative			X	X									X			X
Lakeland Library Cooperative			X	X	X	X	X			X	X					
Library Cooperative of Macomb	X	X	X	X	X	X	X	X		X	X		X			X
Mid-Michigan Library League			X	X			X	X		X	X					X
Mid-Peninsula Library Cooperative		X	X	X	X	X	X	X	X	X	X	X	X	X		X
Mideastern Michigan Library Cooperative			X	X			X	X			X					
Northland Library Cooperative		X	X	X	X		X	X	X	X	X					X
Southwest Michigan Library Cooperative	X	X	X	X	X	X	X	X		X	X	X		X		X
Superiorland Library Cooperative	X	X	X	X			X	X		X	X	X				X
The Library Network			X	X	X	X	X	X		X	X	X	X	X		X
White Pine Library Cooperative	X	X	X	X					X	X	X	X	X	X		X
Woodlands Library Cooperative	X	X	X	X		X	X	X		X	X	X	X	X		X
Totals (14 Cooperatives)	5	8	12	13	6	5	9	10	3	5	11	10	4	7	10	

Library Cooperatives: Internet

Cooperative	Internet Access			Speed			
	Telecomm. Vendor	Wide Area Network	Dial	T1	128K (ISDN)	56K	33.6K
Capital Library Cooperative			X			X	
Detroit Associated Libraries	X			X			
Hiawathaland Library Cooperative		X				X	
Lakeland Library Cooperative	X	X	X	X		X	
Library Cooperative of Macomb	X	X	X	X		X	X
Mid-Michigan Library League	X			X			
Mid-Peninsula Library Cooperative	X			X			
Mideastern Michigan Library Cooperative			X				X
Northland Library Cooperative	X			X			
Southwest Michigan Library Cooperative	X				X		
Superiorland Library Cooperative	X	X		X			
The Library Network	X	X	X	X			
White Pine Library Cooperative	X			X			
Woodlands Library Cooperative		X		X			
Totals (14 Cooperatives)	10	6	5	10	1	4	2

Library Cooperatives: Income

Cooperative	State					Federal	
	Direct State Aid	Indirect State Aid	State Funds/ Subregional Libraries	Total State Income	% of Total Income	Federal Income	% of Total Income
Capital Library Cooperative	\$315,541	\$312,611	\$ 46,191	\$628,152	95.0%	\$ 38,158	6.1%
Detroit Associated Libraries	521,473			567,664	90.4%		
Hiawathaland Library Cooperative	76,024	19,905		95,929	95.4%		
Lakeland Library Cooperative	529,256	921,254		1,450,510	92.7%	69,200	4.4%
Library Cooperative of Macomb	403,908	352,236		756,144	42.8%	49,616	2.8%
Mid-Michigan Library League	258,625	164,859		423,484	84.9%	9,667	1.9%
Mid-Peninsula Library Cooperative	130,580	35,926	46,192	166,506	66.0%	15,461	6.1%
Mideastern Michigan Library Cooperative	293,247	68,408		407,847	58.5%	235,232	33.7%
Northland Library Cooperative	142,454	85,380		274,026	41.4%	66,554	10.0%
Southwest Michigan Library Cooperative	276,584	136,484	46,192	413,068	65.9%	177,088	28.3%
Superiorland Library Cooperative	114,251	61,643		222,086	51.5%	101,097	23.4%
The Library Network	1,284,315			1,284,315	18.7%	135,117	2.0%
White Pine Library Cooperative	343,076	156,785		499,861	85.0%	10,389	1.8%
Woodlands Library Cooperative	267,651	262,750		530,401	94.3%		
Totals (14 Cooperatives)	\$4,956,985	\$2,578,241	\$184,767	\$7,719,993	48.5%	\$907,579	5.7%
Cooperative	Other				Total		
	Associate Membership Dues	Other Income	Total Other Income	% of Total Income	Total Income		
Capital Library Cooperative	\$5,277	\$27,534	\$32,811	5.0%	\$660,963		
Detroit Associated Libraries		22,289	22,289	3.5%	628,111		
Hiawathaland Library Cooperative		4,590	4,590	4.6%	100,519		
Lakeland Library Cooperative	5,200	40,346	45,546	2.9%	1,565,256		
Library Cooperative of Macomb		962,634	962,634	54.4%	1,768,394		
Mid-Michigan Library League		66,136	66,136	13.2%	499,287		
Mid-Peninsula Library Cooperative		70,448	70,448	27.9%	252,415		
Mideastern Michigan Library Cooperative	300	53,978	54,278	7.8%	697,357		
Northland Library Cooperative	3,118	318,541	321,659	48.6%	662,239		
Southwest Michigan Library Cooperative	16,982	19,587	36,569	5.8%	626,725		
Superiorland Library Cooperative		108,424	108,424	25.1%	431,607		
The Library Network	2,965	5,448,046	5,451,011	79.3%	6,870,443		
White Pine Library Cooperative	1,875	76,017	77,892	13.2%	588,142		
Woodlands Library Cooperative	10,200	21,982	32,182	5.7%	562,583		
Totals (14 Cooperatives)	\$45,917	\$7,240,552	\$7,286,469	45.8%	\$15,914,041		

Library Cooperatives: Expenditures

Cooperative	Staff			Collections				
	Salaries and Wages	Fringe Benefits	Total	Books/Print Materials	AV/Non-Print Materials	Subscriptions Non-electronic	Electronic Materials/ Subscriptions	Total
Capital Library Cooperative	\$130,558	\$13,964	\$144,522	\$445	\$490	\$345	\$	\$1,280
Detroit Associated Libraries				259	1,899		400	2,558
Hiawathaland Library Cooperative	39,662	4,436	44,098	14,346	7,629	2,796		24,771
Lakeland Library Cooperative	357,171	106,724	463,895	602	4,668		26,657	31,927
Library Cooperative of Macomb	275,231	86,036	361,267	523		344	80,091	80,958
Mid-Michigan Library League	241,450	35,529	276,979			207		207
Mid-Peninsula Library Cooperative	88,955	20,626	109,581	2,431		875		3,306
Mideastern Michigan Library Cooperative	80,901	25,510	106,411	25,945	784	125		26,854
Northland Library Cooperative	175,328	43,104	218,432	5,699	2,277	710		8,686
Southwest Michigan Library Cooperative	199,713	38,309	238,022	997		9,796	126,106	136,899
Superiorland Library Cooperative	190,897	24,178	215,075	482	7,220			7,702
The Library Network	1,314,517	285,279	1,599,796	3,181,061		261,598		3,442,659
White Pine Library Cooperative	134,942	34,625	169,567		3,809		2,379	6,188
Woodlands Library Cooperative	74,978	31,014	105,992	842	150	213		1,205
Totals (14 Cooperatives)	\$3,304,303	\$749,334	\$4,053,637	\$3,233,632	\$28,926	\$277,009	\$235,633	\$3,775,200
Cooperative	Other							
	Office Supplies	Repair & Maint. Supplies	Professional Contractual	Transportation	Printing & Publishing	Insurance and Bonds	Public Utilities	
Capital Library Cooperative	\$5,244	\$	\$274,884	\$3,430	\$6,452	\$2,619	\$	
Detroit Associated Libraries	3,622		557,646	2,824	11,278			
Hiawathaland Library Cooperative	535		29,382	4,922	1,010	550		4,483
Lakeland Library Cooperative	4,468	644	46,266	209,732	2,948	10,266		6,187
Library Cooperative of Macomb	42,481		427,927	11,524	3,106	4,940		192,841
Mid-Michigan Library League	39,399		171,230	33,621		2,195		9,578
Mid-Peninsula Library Cooperative	7,904	370	20,254	12,444	4,247	5,544		3,102
Mideastern Michigan Library Cooperative	6,898		276,760	10,893	21,532	4,677		26,345
Northland Library Cooperative	17,300	1,109	293,809	6,304	473	5,815		11,312
Southwest Michigan Library Cooperative	4,261	3,650	2,809	5,697	1,664	5,825		5,854
Superiorland Library Cooperative	28,861		82,864	6,626	1,334	5,816		2,626
The Library Network	310,379		488,965	27,589	69,332	32,706		377,321
White Pine Library Cooperative	4,420	24	151,975	265	4,984	5,097		13,305
Woodlands Library Cooperative	2,083	5	244,091	111,058	2,910	476		5,134
Totals (14 Cooperatives)	\$477,855	\$5,802	\$3,068,862	\$446,929	\$131,270	\$86,526		\$658,088

Library Cooperatives: Expenditures

Cooperative	Other (continued)					
	Repair & Maintenance	Rentals	Equipment	Miscellaneous	Total	Total Expenditures
Capital Library Cooperative	\$614	\$11,375	\$2,726	\$70,072	\$377,416	\$523,218
Detroit Associated Libraries	2,570	560	67,866	46,340	692,706	695,264
Hiawathaland Library Cooperative	533		3,033	315	44,763	113,632
Lakeland Library Cooperative	14,525	37,008	66,987	447,443	846,474	1,342,296
Library Cooperative of Macomb	187,541	7,000	45,716	127,234	1,050,310	1,492,535
Mid-Michigan Library League	347	3,600	3,451	886	264,307	541,493
Mid-Peninsula Library Cooperative	891	19,892	37,562	30,447	142,657	255,544
Mideastern Michigan Library Cooperative		8,662	116,813	1,885	474,465	607,730
Northland Library Cooperative	2,213	11,289	34,301	334	384,259	611,377
Southwest Michigan Library Cooperative	7,620	2,597	38,934	7,645	86,556	461,477
Superiorland Library Cooperative	1,922	16,140	50,684	2,174	199,047	421,824
The Library Network	226,994	71,732	164,739	48,824	1,818,581	6,861,036
White Pine Library Cooperative	8,431	27,852	5,115	17,582	239,050	414,805
Woodlands Library Cooperative	1,979	8,225	51,671	5,199	432,831	540,028
Totals (14 Cooperatives)	\$456,180	\$225,932	\$689,598	\$806,380	\$7,053,422	\$14,882,259

Library Cooperatives Annual Report Form



**Library of
Michigan**

717 W. Allegan, PO 30007, Lansing, MI 48909-9775
FY 1999/2000 LIBRARY COOPERATIVE ANNUAL REPORT
STATE AID APPLICATION for
Reporting Year October 1, 1998 through September 30, 1999

This Annual Report or a Letter of Intent to File an Annual Report must be postmarked on or before
February 1, 2000 in order for the Cooperative to be eligible for FY 1999/2000 state aid.

Direct your completed application and all questions to:

Library of Michigan, Attention: Ed Willoughby at ewilloug@libofmich.lib.mi.us or (517) 373-7147

SECTION A: CURRENT INFORMATION

Complete Parts I-VII with information that is current as of the filing date.

This information is current as of (date this report is filed): _____

PART I: DIRECTORY INFORMATION

COOPERATIVE NAME		COOPERATIVE SERVICE POPULATION	
STREET ADDRESS (NUMBER, STREET, ETC.)		COOPERATIVE BUSINESS OR DIRECTOR'S EMAIL ADDRESS	
CITY	ZIP CODE+4	COOPERATIVE WEB ADDRESS <small>http://</small>	
DIRECTOR'S NAME	COOPERATIVE PHONE NUMBER	COOPERATIVE FAX NUMBER	

PART II: LIBRARY COOPERATIVE BOARD MEMBERS

List current board members. Add an additional page if needed to list the entire Board.

Position	Name	Address	Daytime Phone	Library Represented
1. Chairperson				
2. Vice Chair				
3. Treasurer				
4.				
5.				
6.				
7.				
8.				
9.				

PART III: COOPERATIVE STAFF

Include director and all staff performing Cooperative functions paid by all sources.

Employee Category	Number of employees in this category	Hours per Week on Cooperative Activities	Full Time Equivalents (Hours per Week/40)
ALA-MLS Librarians			
Other Librarians			
Other Staff			
Totals			

PART IV: COOPERATIVE MEMBERSHIP

Provide the number of each type of library that are currently official or associate members.

Public Libraries	
Academic Libraries	
School Libraries	
Special Libraries	
State Institutional Libraries	
Total	

PART V: COOPERATIVE SERVICES

Check the box for each of the following services that the Cooperative offers to members.

- Accounting/Business Services ☐
- Advocacy on behalf of libraries, to public, to funding body ☐
- Audiovisual Services ☐
- Automation Services/Consulting ☐
- Bibliographic Services ☐
- Cataloging/Materials Processing ☐
- Circulating/Lending/Rotating Collection ☐
- Computer support on-site and remote ☐
- Continuing Education Services ☐
- Document Delivery – Physical (e.g. van) ☐
- Document Delivery – Electronic (e.g. Ariel) ☐
- Interloan Services (borrowing/lending) ☐
- Internet Accounts/Support ☐
- Grant Writing ☐
- Group/Centralized Purchase – Collections ☐

Cooperative Name: _____

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- Group/Centralized Purchase – Equipment ☐
- Group/Centralized Purchase – Computer Hardware/Software ☐
- Marketing/Public Relations ☐
- Reference Services ☐
- Research and Development ☐
- Shared Automation System at regional level ☐
- Technology Consulting ☐
- Train trustees and boards ☐
- Training Centers ☐
- Youth/Young Adult Services ☐
- Other _____ ☐

PART VI: COOPERATIVE TECHNOLOGIES

1. ☐ Yes ☐ No Does the Cooperative operate an automated library system?

If yes:

A. Check or provide the name of the system used. (Check only one box)

- | | | |
|---------------------------------------|----------------------------------|--|
| <input type="checkbox"/> Autographics | <input type="checkbox"/> Follett | <input type="checkbox"/> Precision One |
| <input type="checkbox"/> Data Trek | <input type="checkbox"/> Galaxy | <input type="checkbox"/> Winnebago |
| <input type="checkbox"/> DRA | <input type="checkbox"/> Lib Net | <input type="checkbox"/> Other (Specify) _____ |
| <input type="checkbox"/> Dynix | <input type="checkbox"/> Notis | |

B. Number of member libraries participating in this system.

C. Check which modules are installed, operational, and in use: (Check all that apply)

- | | | | |
|---------------------------------------|---|--------------------------------------|--|
| <input type="checkbox"/> Acquisitions | <input type="checkbox"/> Cataloging | <input type="checkbox"/> Circulation | <input type="checkbox"/> Community Information |
| <input type="checkbox"/> ILL | <input type="checkbox"/> OPAC | <input type="checkbox"/> Serials | |
| | <input type="checkbox"/> OPAC – Z39.50 Compliant | | |
| | <input type="checkbox"/> OPAC – Closed Stack Access | | |

2. Number of computers that the Cooperative provides for staff or member use.

<input type="text"/>	PC equipped with 386 or older processor
<input type="text"/>	PC equipped with 486 processor
<input type="text"/>	PC equipped with Premium processor
<input type="text"/>	Macintosh with 040 or older processor
<input type="text"/>	Power Macintosh

3. ☐ Yes ☐ No Does the Cooperative operate a Local Area network (LAN)?

If yes:

Type of LAN operating system software used. (Check all that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> AppleTalk | <input type="checkbox"/> LANtastic | <input type="checkbox"/> Novell |
| <input type="checkbox"/> Windows 95 Peer to Peer | <input type="checkbox"/> Windows for Workgroups | <input type="checkbox"/> Windows NT |
| <input type="checkbox"/> Windows 98 Peer to Peer | <input type="checkbox"/> Unix | <input type="checkbox"/> Other (specify) _____ |

4. Type of client operating system software used? (Check all that apply)

- | | | |
|-------------------------------------|---|---|
| <input type="checkbox"/> DOS | <input type="checkbox"/> Macintosh Operating System | <input type="checkbox"/> Windows 3.1 |
| <input type="checkbox"/> Windows 95 | <input type="checkbox"/> Windows 98 | <input type="checkbox"/> Windows for Workgroups |
| <input type="checkbox"/> Windows NT | <input type="checkbox"/> Other (Specify) _____ | |

5. ☐ Yes ☐ No Does your Cooperative have a written technology plan?

If yes:

Month/Year

A. Date of last revision

B. ☐ Yes ☐ No

Does this plan include your member libraries?

6. Check the boxes below to indicate technology services offered by the Cooperative. (Check all that apply)

- ☐ CD-ROM network
- ☐ Community/Cooperative Internet Network
- ☐ Email account or access
- ☐ File Transfer Protocol (FTP)
- ☐ Group licensing of databases
- ☐ Group licensing of software
- ☐ Internet Access
- ☐ Laptops/projectors for training
- ☐ Locally created database (other than catalog)
- ☐ Online Database Searching (Dialog, BRS, etc.)
- ☐ Remote access to Cooperative catalog
- ☐ Telnet access
- ☐ Union Catalog on CD-ROM
- ☐ Union Catalog online via dial-in
- ☐ Union Catalog online via Internet

7. Check the boxes below to indicate the adaptive technologies offered by the Cooperative. (Check all that apply)

- ☐ ADA compliant workstation (accessible to the visually and/or physically disabled)
- ☐ CC/TV (closed circuit television), magnification system
- ☐ Internet access with speech
- ☐ Telephone access via telephone Device for the Deaf (TDD)
- ☐ Text to Speech Reading Machine (e.g. Kurzweil)
- ☐ Other (specify) _____

Cooperative Name: _____

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8. If the Cooperative has access to the Internet, check the boxes for connection type and speed:
(Check all that apply)

- A. Type ☐ Dedicated connection direct from vendor (e.g. Merit, Ameritech)
☐ Dedicated connection through wide area network (WAN)
☐ Dial access
- B. Speed ☐ Cable service ☐ T1 ☐ 128K (ISDN) ☐ 64K (ISDN)
☐ 56K ☐ 33.6K ☐ 28.8K ☐ 19.2K or slower

- C. What web browser does your library use to search the Internet? (Check all that apply)
- | | | |
|--|---|---|
| <input type="checkbox"/> AMAYA 2.x | <input type="checkbox"/> AOL Browser | <input type="checkbox"/> HotJava |
| <input type="checkbox"/> Internet Explorer 3.x | <input type="checkbox"/> Internet Explorer 4.x | <input type="checkbox"/> Lynx |
| <input type="checkbox"/> NCSA Mosaic 3.x | <input type="checkbox"/> Netscape Navigator 3.x | <input type="checkbox"/> Netscape Navigator 4.x |
| <input type="checkbox"/> Opera 3.x | <input type="checkbox"/> Other (specify) | |

SECTION B: REPORTING YEAR INFORMATION

Complete Parts I-IV with information for the Reporting Year, October 1, 1998 through September 30, 1999.

PART I: COOPERATIVE EDUCATION / TRAINING

Continuing Education/Training: Cooperative Reporting Year Detail
 Provide information for workshops and training modules sponsored or co-sponsored during FY 1998/99.

Workshop/Module Subject	Number Offered during FY 1998/99	Estimated Total Attendance
Advanced Internet Training		
Basic Internet Training		
Community Information Development		
Computer Maintenance and Repair		
Computer Networking		
Creating Web pages		
Searching AccessMichigan		
Other Training & Workshops		
Totals		

PART II: COOPERATIVE INCOME

Uniform Chart of Accounts No.	Source of Income	Amount (Round figures to nearest dollar)
539	1. DIRECT State Aid	
580	2. INDIRECT State Aid [16 (4) membership fees]	
539	3. State funds for Subregional Libraries	
	A. TOTAL STATE INCOME (sum 1 through 3)	A.
501	B. FEDERAL INCOME	B.
	4. Associate Membership Dues	
	5. Other income (specify)	
	6. Other income (specify)	
	C. TOTAL OTHER INCOME (sum 4 through 6)	C.
	TOTAL INCOME (sum A through C)	

Cooperative Name: _____

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PART III: COOPERATIVE EXPENDITURES

Uniform chart of Accounts No.	Expenditure Category	Total Expenditures
702	1. Salaries and Wages	
702	2. Fringe Benefits	
A. TOTAL STAFF EXPENDITURES (sum 1 through 2)		A.
850	3. Books/Print Materials	
850	4. AV/Non-Print Materials	
850	5. Subscriptions (for non-electronic)	
850	6. Materials/Subscriptions (electronic)	
B. TOTAL COLLECTION EXPENDITURES (sum 3 through 6)		B.
727	7. Office Supplies	
775	8. Repair and Maintenance Supplies	
801	9. Professional Contractual Services	
860	10. Transportation	
900	11. Printing and Publishing	
910	12. Insurance & Bonds	
920	13. Public Utilities	
930	14. Repairs and Maintenance	
940	15. Rentals	
956	16. Miscellaneous	
977	17. Equipment	
C. TOTAL OTHER EXPENDITURES (sum 7 through 17)		C.
TOTAL EXPENDITURES (sum A through C)		

PART IV: COOPERATIVE AUDIT

Name of the audit firm performing the FY 1998/99 12-month audit:

COOPERATIVE FIDELITY BONDING

FIDELITY BOND COVERAGE (Attach a photocopy of the current policy/declaration form)

- Insurance Company Name _____
- Policy Period _____ TO _____
- Insurance Coverage Amount \$ _____

CERTIFICATION OF INFORMATION

I certify that the information on this form truly reflects Cooperative activities
and that all financial information can be verified by audit.

Cooperative Director (Signature)

Cooperative Board Chair (Signature)

Date Signed

Date Signed

Cooperative Name: _____

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FY 1999/2000 LIBRARY COOPERATIVE ANNUAL REPORT STATE AID APPLICATION

SECTION A INSTRUCTIONS: CURRENT INFORMATION

This report, or letter of intent to file, must be postmarked on or before February 1, 2000 to be eligible to receive state aid. If a letter of intent to file is submitted, the original Annual Report must be postmarked on or before March 31, 2000.

Provide information that is current at the time of filing this report.

PART I: DIRECTORY INFORMATION

Contact Ed Willoughby at the Library of Michigan to report directory information (PART I) changes as they occur throughout the year (see accompanying LM contact list)

- Cooperative Name:** Attach documentation authorizing legal name change, such as Board minutes or establishment of documentation.
- Cooperative Service Population:** The sum of the total service population of each library that is a member of the cooperative.
- Street Address (number, street, etc):** The complete street address of the cooperative. Do not report a post office box or general delivery.
- Cooperative Business or Director's Email:** The email address to be used to contact the cooperative director.
- City:** The city or town in which the cooperative is located.
- Zip+4:** The standard five-digit postal zip code and the four-digit postal zip code extension for the street address of the cooperative.
- Cooperative Web Address:** If your cooperative has a home page accessible over the Internet, please include the web address (e.g. www.library.lib.mi.us/library.html).
- Director's Name:** The name of the current official cooperative director. If the director position is vacant at the time of filing this report, provide the name and title for the acting or interim director and label as such.
- Cooperative Phone Number:** The telephone number of the cooperative, including the area code.
- Cooperative Fax Number:** The number for the telefax machine used for administrative purposes, including area code.

PART II: LIBRARY COOPERATIVE BOARD MEMBERS

List the names of library cooperative board members who are serving at the time this report is filed, beginning with officers.

- Position:** Beginning with the officers, list the title of each position of the Board members.
- Name:** List the name for each current cooperative board member. Leave a blank line for vacancies and contact the Library of Michigan when the positions are filled.
- Address:** Provide a current mailing address for each board member. Include street number and street name, city and zip code. Provide two-letter state code only if the person resides outside of Michigan.
- Daytime Phone:** Provide the phone number at which each individual can be reached during the day.
- Library Represented:** Provide the current legal name of the library each board member represents.

PART III: COOPERATIVE STAFF

Include all employees paid by all sources to perform Cooperative functions. Include all positions, whether those positions are filled or vacant. All employees should be included, whether or not the Library of Michigan certified them. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment. Derive the Full Time equivalent (FTE) staff figure by adding the total number of hours worked by all employees in each category. Then divide the total staff hours by 40 and round to two decimal places.

- ALA-MLS Librarians:** Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.
- Other Librarians:** Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect.
- Other Staff:** Include all other paid Cooperative employees, including plant operations, security, and maintenance staff.
- Totals:** The sum of "ALA-MLS Librarians", "Other Librarians" and "Other Staff".

PART IV: COOPERATIVE MEMBERSHIP

Provide the total number of library members, as broken down by library type.

PART V: COOPERATIVE SERVICES

Check each box that aligns with a service that your Library Cooperative offers to its members. If your Cooperative offers a service that has not been listed here, please write in the name of the service in the space provided near the "other" category.

PART VI: COOPERATIVE TECHNOLOGIES (see form for instructions)

SECTION B INSTRUCTIONS: REPORTING YEAR INFORMATION

Complete Parts I-III with information from the most recent fiscal year completed prior to October 1, 1999. Financial information must be precise for income and expenditures during the reporting year and should be reported in whole dollars.

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PART I: COOPERATIVE EDUCATION / TRAINING

List the number of sessions offered for each category of workshops in the FY 1998/1999 fiscal year followed by the estimated total attendance for each type of workshops. (e.g. If 6 people attended each of the 3 basic Internet Training courses offered by a Cooperative, the total estimated attendance would be 18.)

PART II: COOPERATIVE INCOME

Direct State Aid: Report all income received from the State of Michigan for status as a cooperative.

Indirect State Aid: Report all income received from member libraries for services provided by your cooperative.

State Funds for Sub-regional Libraries: Report all state funds received for subregional libraries belonging to your cooperative.

Total State Income: Sum of "Direct State Aid," "Indirect State Aid," and "State Funds for Subregional Libraries."

Federal Income: Report all income received from federal funds.

Associate Membership Dues: Report all income received from associate library membership dues.

Other Income (specify): Report and specify the source of any income other than the above mentioned sources.

Total Other Income: Sum of "Associate Membership Dues" and "Other Income"

Total Income: Sum of "Total State Income," "Federal Income," and "Total Other Income."

PART III: COOPERATIVE EXPENDITURES

Cooperative expenditures are the current and recurrent costs necessary to support the provision of cooperative services. List only the expenditures paid from cooperative operating budgets.

A. Staff Expenditures (use whole numbers only)

Salaries and Wages: Include salaries and wages for all cooperative staff (including security, maintenance staff, etc.) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.

Fringe Benefits: The benefits outside of salaries and wages paid and accruing to employees (including security, maintenance staff, etc.), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct, paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition and housing benefits.

Total Staff Expenditures: The sum of "Salaries and Wages" and "Fringe Benefits".

B. Collection Expenditures

Books/Print Materials: Include expenses for any print or microform materials that are part of the library collection.

AV/Non-Print Materials: Include expenses for any non-print collection materials, including film, video, sound recordings, etc.

Subscriptions (non-electronic format): Include subscription expenditures for reference serials, journals and newspapers in print or microform formats. This does not include subscriptions for materials in electronic format.

Materials/subscriptions (electronic format): Report operating expenditures for materials considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic disks that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally mounted databases, serials, and reference tools. Include operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. Exclude operating expenditures for library system software and microcomputer software used only by the cooperative staff.

Total Collection Expenditures: Sum of expenditures for "Books/Print Materials," "AV/Non-Print Materials," "Subscriptions (non-electronic format)," and "Materials/ Subscriptions (electronic format)."

C. Other Expenditures

Other Expenditures: Include all expenditures other than those for staff and collection. Report in the appropriate expenditure category. Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, costs incurred in the operation and maintenance of physical facilities, and all other items as indicated by the list provided.

Total Expenditures: Sum of A, B, and C. It includes "Total Staff Expenditures," "Total Collection Expenditures," and "Total Other Expenditures."

IV: COOPERATIVE AUDIT

Provide the name of the audit firm performing the FY 1998/99 12-month audit.

CERTIFICATION OF INFORMATION

The person signing the form must be an authorized official of the library cooperative who can be held accountable for the information on the form. The cooperative director and a cooperative board chair or other authorized official must sign in order for the application to be processed. In the event of a state aid audit, the authorized official will be contacted. Reports that are not signed are returned for signature. Signature must be original signature – signature stamps will not be accepted.

PART V: COOPERATIVE FIDELITY BONDING

List the Library Cooperative's insurance company name, policy period (date insurance was effective to the date of expiration) and the insurance coverage amount. Attach a photocopy of the current policy/declaration form.